

## **Instructions for Completing Taxpayer Identification Number Verification (Substitute W-9)**

### Legal Name As entered with IRS

Individuals, Sole Proprietorships and LLC -Single Members: Enter Last Name, First Name, MI  
All Others: Enter Legal Name of Business as registered with the IRS when the EIN was assigned.

### Trade Name

Individuals: Leave Blank  
Sole Proprietorships: Enter Business Name  
All Others: Complete only if doing business as a D/B/A

### Primary Address

Address where 1099 should be sent, if applicable, pursuant to IRS guidelines.

### Remit Address

Address where payment should be sent if different from primary address

### Order Address

Address where order should be sent if different from primary address

### Entity Designation

Check **ONE** box which describes the type of business entity.

### Taxpayer Identification Number

Social Security Number OR Employer Identification Number Enter the SSN or EIN number below the appropriate statement.

If you do not have a TIN, apply for one immediately. Individuals use federal form SS-05 which can be obtained from the Social Security Administration. Businesses and all other entities use federal form SS-04 which can be obtained from the Internal Revenue Service.

Enter DUNS number, a nine-digit sequence that uniquely identifies business entities. Dun & Bradstreet (D&B) provides the D-U-N-S Number, for each physical location of your business. D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants. If you do not have a DUNS number apply for one at <http://www.dnb.com/us/>

### Certification

You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

### Privacy Act Notice

Section 6109 requires you to furnish your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, or contributions you made to an IRA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 31% of taxable interest, dividend, and certain other payments to a payee who does not furnish a TIN to a payer. Certain penalties may also apply.

## Taxpayer Identification Request

In order for the State of Wisconsin to comply with the Internal Revenue Service regulations, this letter is to request that you complete the enclosed Substitute Form W-9. Failure to provide this information may result in delayed payments or backup withholding. This request is being made at the direction of the Wisconsin State Controller in order that the State may update its vendor file with the most current information.

Please return or FAX the Substitute Form W-9 even if you are exempt from backup withholding within (10) days of receipt. Please make sure that the form is complete and correct. **Failure to respond in a timely manner may subject you to a 31% withholding on each payment or require the State to withhold payment of outstanding invoices until this information is received.**

We are required to inform you that failure to provide the correct Taxpayer Identification Number (TIN) / Name combination may subject you to a \$50 penalty assessed by the Internal Revenue Service under section 6723 of the Internal Revenue Code.

Only the individual's name to which the Social Security Number was assigned should be entered on the first line.

The name of a partnership, corporation, club, or other entity, must be entered on the first line exactly as it was registered with the IRS when the Employer Identification Number was assigned.

DO NOT submit your name with a Tax Identification Number that was not assigned to your name. For example, a doctor MUST NOT submit his or her name with the Tax Identification Number of a clinic he or she is associated with.

Also please include your DUNS number. Federally funded programs require that all contractors, vendors and sub-grantees obtain a DUNS number before we can reimburse expenses on Federal programs.

Thank you for your cooperation in providing us with this information. Please return the completed form to:

Phone:

Enclosure